

<b>Job Title:</b> Assistant Town Accountant	<b>Hours per week:</b> 32	<b>FLSA Status:</b> Non-Exempt
<b>Reports To:</b> Finance Director	<b>Department:</b> Accounting	<b>Grade:</b> 6 (Union)
<b>Created date:</b> 9/14/21	<b>Revised date:</b>	<b>Approved date:</b> 09/16/21
<b>Created by:</b> J. Belliveau	<b>Revised by:</b>	<b>Approved by:</b> H. Lemieux

## TOWN OF LUNENBURG ASSISTANT TOWN ACCOUNTANT

### Statement of Duties:

The employee is responsible for assisting the Finance Director in the overall operations of the Accounting Department. Responsible for the performance of a range of accounting duties including but not limited to the maintenance of town budget accounts including general and subsidiary ledgers, cash receipts, receivables reconciliation, prepares accounts payable warrants, verifies posted amounts of abatements and commitments monthly, fixed asset recording, post journals in a timely manner, reviews contracts, accounts receivable and warrant approvals, vendor account maintenance, journal entry review and approvals, grant management and maintenance of the chart of accounts.

Serves as department head in the event of the temporary absence of the Finance Director. Employee is required to perform all similar or related duties.

### Supervision:

Under the general supervision of the Finance Director, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to ensure that completed work and methods used are technically accurate and that instructions are being followed.

### Job Environment:

Work is performed under typical office conditions.

Frequent interruptions to assist Town employees and/or vendors by phone, email, or in-person visits.

Operates computer and general office equipment, such as calculator, copier, scanner and facsimile machine.

Errors could result in excessive costs, major financial losses from unauthorized expenditures, failure to receive funds due, or deterioration of the Town's financial position; errors may also result in legal ramifications.

### **Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Processes warrants, checking for lawful purchases, sales tax, mathematical accuracy, vendor and account numbers.
- Works with vendors in need of payment inquiry, address changes, requests for 1099 purposes, certificates of insurance, or check validation. Maintains vendor correspondence files.
- Requests and processes W-9 forms from department head for any new vendor.
- Responsible for reconciling cash accounts with Treasurer's office. Responsible for reconciling accounts receivable with Collector's office.
- Enters and posts cash receipts journal entries.
- Checks receipts schedules from Treasurer/Collector against monthly receipts reports to ensure accuracy.
- Assists in proving monthly cash receipts.
- Monitors revenues to ensure that fund balances and expenses are adequate so that accounts are not overdrawn and prepares appropriate reports as directed by the Finance Director on an as needed basis.
- Monitors all State and Federal grants received by the Town. Identifies, traces, and resolves discrepancies in accordance with established procedures.
- Produces financial reports from the General Ledger system as requested.
- Files all receipts schedules, accounts payable and payroll vouchers.
- Provides requested account information to departments; assists departments on financial matters relating to their accounts.
- Assists in the preparation of mandated reports to the Town, State, and Federal Government.
- Process 1099's.

- Works with independent auditors on annual financial audit of the Town.
- Assists the Finance Director in the fiscal year-end closing procedures, as well as the preparation of complex accounting calculations and entries, such as the Tax Recap sheet, certification of free cash, Schedule A, fixed assets, and other state and federal agency reports.
- Attends training seminars and/or workshops to maintain knowledge of changes in local, state and federal rules and regulations pertaining to the operation of the department.
- In the absence of the Finance Director, is responsible for the overall operation of the Accounting Department.

## **Recommended Minimum Qualifications:**

### **Education and Experience:**

Must have an Associate's Degree in accounting, finance or a related field; minimum of one to three (1-3) years of related work experience; or an equivalent combination of education and experience.

### **Knowledge, Ability and Skill:**

Knowledge: Knowledge of the Uniform Municipal Accounting System (UMAS), Massachusetts General Laws, municipal financial automated account software, Microsoft Windows, Microsoft Word and Excel programs, as well as the Town's financial software, MUNIS.

Ability: Ability to plan and prioritize work, and perform multiple tasks within a timely manner. Ability to access the internet to obtain information in support of department operations. Ability to interpret and enforce municipal accounting principles and regulations in an impartial, consistent manner. Ability to develop and recommend operational improvements. Ability to manage multiple tasks in a detailed and timely manner.

Skill: Perform work accurately and efficiently despite frequent interruptions, organization and communication skills, and strong attention to details.

### **Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.* Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. The

employee is required to lift push, or pull objects such as office equipment, books, photocopy and computer paper. Duties may involve assignments requiring the application of hand and eye coordination with finger dexterity and motor coordination such as operating a personal computer. The employee is routinely required to read and interpret documents and reports for understanding and analytical purposes.

*(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)*

Approved:

DocuSigned by:

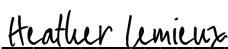


Department Head

9/16/2021

date

DocuSigned by:



Town Manager

9/16/2021

date